



POLICY: R-I-1
DEPARTMENT: Personal Support Services
CATEGORY: Personal Planning and Supports
EFFECTIVE DATE: March 2014
SUPERSEDES VERSION DATED: N/A
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Policy & Procedure Manual

VACANCY MANAGEMENT— R-I-1

POLICY:

Residential resources that become available will be administered through an identified coordinated process.

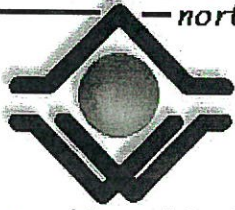
PURPOSE:

1. To follow the appropriate process for managing vacancies as identified by the Ministry of Community and Social Services and set out in the Guidelines for Developmental Services Ontario (DSO).
2. To ensure the selection process is fair and consideration is given to all individuals who have been selected as appropriate candidates for the identified vacancy as determined by DSO.
3. To ensure individuals currently residing in OPTIONS residential locations, who have expressed an interest in the resource, are appropriate candidates for the available vacancy.

PROCEDURE:

A. Requests for Residential Supports:

1. External requests for Residential Support Services will be directed to Developmental Services Ontario (DSO).
2. Internal requests from individuals who wish to move to another location within the organization or whose needs have changed and who have different accommodation requirements will be considered for any vacancy prior to declaring it to DSO.

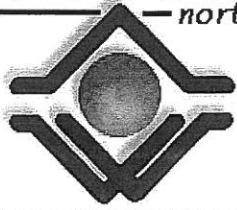


B. Declaration of Residential Vacancy:

1. DSO must be notified of all permanent residential vacancies within 10 calendar days of the vacancy occurring using the Vacancy/Resource Profile for Residential Supports. (see Appendix A)
2. If the vacancy is in a home operated by Independence Plus Housing, the Director of Personal Support Services will send a letter to the Property Manager identifying the location, the name of the prior occupant and the intent for the vacancy.

C. Selection Process:

1. The DSO will forward to the Director of Personal Support Services, profiles of individuals identified as possible candidates. The Director shall then review all profiles with the Residential Supervisor(s) of the homes where the vacancy(ies) exist.
2. The Supervisor will set up a file folder for each potential candidate which will include all documents received from DSO and documentation of conversations, meetings and phone calls during the interview phase.
3. The Supervisor will arrange an initial meeting at the location of the vacancy with each potential Recipient of Service. This meeting may include persons acting on their behalf, referring agent, support staff and others, as appropriate. The purpose of this meeting is for everyone to tour the location and meet the individuals who live there.
4. During the meeting the Supervisor will complete the Interview Questions for Vacancy Applicants form (see Appendix B) which will be added to the file folder. The file folder for all unsuccessful candidates will be forwarded to the Director of Personal Support Services for filing and future reference as required.
5. The final decision for the most suitable candidate will be made based on the information gathered, outcome of the visits and input from the applicant, the person acting on their behalf, the individuals living in the home, support staff and the supervisor.
6. The Supervisor will offer the vacancy to the successful candidate and, once accepted, will inform the unsuccessful candidates. The Director of Personal Support Services will communicate this information to DSO.



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RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

ORIGINAL POLICY DATE: March 2014

AUTHORIZED BY: Director, Personal Support Services

SIGNATURE:

Maryl Deere

Developmental Services Ontario Northern Region
Residential Vacancy Report Form

Agency

Location of Vacancy by District

Contact for Follow-up:

Name

Phone

Email

Agency's Unique Identification
Code for this Vacancy

Reportable Vacancy to MCSS
and DSONR

OR

Accommodation Resource of
less than 8 hours a week
reportable to DSONR only

Residential Type

Date of Vacancy

A Profile of the Residential Vacancy or Resource must accompany this report. Click the 'Profile' tab below and complete. This enables the DSONR to make an appropriate match.

Remarks

Email completed form and profile to info@lccctbay.org.

In subject line cite 'Adult DS Residential Vacancy'

Explanatory Notes

A vacancy exists when:

1. A DS adult accommodation space, or resource, is funded and available to be used; or
2. An individual permanently leaves an accommodation space, or resource, that was dedicated to him/her and that space, or resource, is funded and available to be filled by another person.

Notes:

Temporary absences due to vacation, short term hospitalizations and leaves do not constitute a vacancy.

Resources that have been removed from availability with written MCSS consent are no longer vacancies but the DSONR should be notified of such approved removals.

DSONR will be in contact with the agency regarding date of match, date of move in, and reasons why a vacancy has not been filled particularly if the vacancy lasts more than 60 days.

Vacancy/Resource Profile for Residential Supports

Agency

Agency's Unique
Identification Code for this
Vacancy

Residential Type

Date Resource Available

Address of Resource

Street Name and Number

City and Postal Code

Physical Features of
Resource (layout of unit,
amenities, level of
accessibility, proximity to
stores, bus stops, parks,
etc.)

Description of Support
(hours, staff ratios,
specialized skills of staff)

Non-identifying
information on other
individuals associated
with the resource

Describe who would be a
good match for this
opportunity

Email completed form and profile to info@lccctbay.org.
In subject line cite 'Adult DS Residential Vacancy'

**- OPTIONS Northwest -
INTERVIEW QUESTIONS FOR VACANCY APPLICANTS**

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APPENDIX B

ACCOMMODATION PREFERENCES

1. What is important to you at your new place of residence? (i.e. on a bus route, room for a garden in the backyard, close to walking trails etc.): _____

2. Describe your ideal housemate: _____

3. Do you require mobility assistance? If so what supports are required?: _____

4. Do you require any specialized services?: _____

5. Transportation Requirements: _____

6. Activities/Interests that you like to participate in during the day: _____

7. Chores you participate in: _____

8. Have you ever shared your living space with others? How do you feel about that? _____
